



DEPARTMENT OF THE NAVY

TRANSIENT PERSONNEL UNIT PUGET SOUND
2019 BARB STREET
SILVERDALE, WA 98315-2019

TRANSITPERSUINST 1610.1

00

18 Oct 04

TRANSIENT PERSONNEL UNIT PUGET SOUND INSTRUCTION 1610.1

Subj: TRANSIENT WORK ASSIGNMENTS

Ref: (a) BUPERSINST 1610.10

Encl: (1) Assignment Request Work Sheet

1. Purpose. To provide policy on the management of transient personnel assigned to work assignments in the CNRPNW area of responsibility.

a. Job accounts are managed with the following thoughts in mind:

(1) Assignable transients represent less than half of TPU's actual on board count. The majority of individuals accounted for by TPU are in an "unsuitable for assignment" status (inmates, inpatients, individuals on terminal leave, etc.)

(2) In general, transient labor is best suited for "labor of opportunity" type assignments - simple labor requiring little training/supervision.

(3) The individual transient's primary job is to complete their transient processing as quickly as possible and move on to permanent assignment/discharge. Transients by definition will generally have numerous appointments they must keep. They are held accountable for ensuring that their processing activities take precedence over their other daily activities.

2. Action

a. TPU Transient Office will:

(1) Assign all transient personnel to either an internal TPU work assignment (e.g. inmate, inpatient, terminal leave) or an external, validated/prioritized work assignment, as appropriate.

(a) In general, whenever possible, the first priority work assignment at each installation will be filled, then the second priority work assignment at each installation, and so on as numbers of personnel allow.

TRANSITPERSUINST 1610.1

18 Oct 04

(b) Attempts should be made to resolve conflicts directly with the Transient Office. Work Assignment Petty Officers can be contacted at the below locations:

- (1) Bangor: (360) 396-4659/4392
- (2) Bremerton: (360) 476-0171/7124
- (3) Everett: (425) 304-3866/3878
- (4) Whidbey Island: (360) 257-1970/71

(2) Make recommendations to CO, TPU concerning work assignment elimination for repeated non-compliance issues.

(3) Transient Office will coordinate muster of work assignment personnel.

b. LIMDU/PEB Personnel. LIMDU and PEB personnel are processed through Transient Division. Officers will be sent TAD to work assignments according to their specialty (lawyer, supply, doctor) etc. All officers are to be interviewed by the Commanding Officer prior to being work assigned.

c. Requesting Command

(1) To request to open a Work Assignment Account, enclosure (1) must be completed and returned to the TPU Transient Office. The request must be signed by the requesting activity by an E-7 or above, or civilian equivalent.

(2) The request should be as specific as possible on how the personnel are to be used. Any specific skills (rate or NEC) pay grades, security clearances, or any additional specific information pertinent to the particular work assignment would be helpful in meeting your request.

(3) Commands will provide a point of contact, who will coordinate overall requests and ensure accountability of assigned transient personnel.

(4) Submit requests for deviations from this instruction, in writing, to Commanding Officer, Transient Personnel Unit Puget Sound.

d. Commands assigned Transients. Failure to comply with any of the following provisions may result in permanent closure of the account and removal of assigned personnel:

(1) Ensure assigned personnel are employed throughout the entire work day.

(2) Ensure that TPU command information/messages are passed down to assigned personnel in a timely manner.

(3) Assigned transient personnel will not be classified as alpha personnel; kept from any appointment; sub-custodied from original work assignment to other outside activities, commands or work center; fill critical billets in a command; nor should they be in a position to approve/disapprove any request chit.

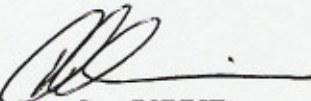
(4) Ensure medical limitations are not violated for personnel who are in a medical status.

(5) Report all disciplinary problems to the TPU quarterdeck, 396-1893. All U/A's must be reported to TPU immediately.

(6) Provide transportation to job site, if required.

(7) Inform TPU of any concerns, including forwarding of safety investigations or notification of injury/accident involving assigned transient personnel.

(8) Avoid watch standing or duty assignments that may conflict with transient personnel's ability to make any appointments.



R. G. RUNNE

Distribution:
COMNAVREG NW AREA

TRANSITPERSUINST 1610.1

18 Oct 04

Date: _____

From: _____

To: Commanding Officer, Transient Personnel Unit Puget Sound

Subj: REQUEST FOR TRANSIENT WORK ASSIGNMENT

1. To establish a transient Work Assignment, the following information must be provided:

Organization: _____ Program Manager/ISIC: _____

Job Description (Include any transient restrictions): _____

Number of personnel requested: _____; Max _____; Min _____

Functions to be performed: _____

Transient Requirements, if any (e.g. "prolonged standing required") _____

Mustering POC, or civilian equivalent: _____

E-mail Address: _____ Phone Number: _____

Fax Number: _____

Command Location (Base): _____ Building Number: _____

Directions to work site from TPU: _____

I understand the requirements for transient accountability and limitations on work to be performed. Having read and understand all work assignment rules, per reference (a), I submit this request.

E-7 or above/Civilian equivalent

Enclosure (1)